



# COVID Safe Checklist for VIC

What you need to do to safely re-open your business:

## 1. Check your business can re-open

- Check the VIC Government's COVID-19 website at <https://www.dhhs.vic.gov.au/coronavirus> to confirm you can re-open your business and whether any specific restrictions apply.
- If your business has been closed, check the condition of facilities and ensure all equipment is fully functioning. Check water, electricity, toilets, lighting, hand-washing facilities, expiration dates on all practice specific products and run a test cycle with the autoclave and test ultrasonic if on site.
- Remove all magazines, aftercare and other moveable items from waiting room.
- Implement a Studio Safety Plan for all workers to make them aware of all new procedures.
- Design or update your existing Staff Agreement Form for all workers and artists to read, agree to abide by and sign prior to returning to work.
- Implement a Response Plan so that all artists and workers are aware of how to deal with any suspected or confirmed case of Covid-19 in the workplace.
- Utilise and maintain a record of client contact details for future contact if necessary.
- Ensure that you call an initial meeting via Zoom or similar platform prior to re-opening your business, to inform artists and workers of new procedures, extra record
- COVID Safe training program is now available and can be accessed online [here](#).

## 2. Wellbeing of workers

- Direct workers to stay at home if they are sick, and to go home immediately if they become unwell. Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get the result and it is negative for COVID-19.
- Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between workers.



## COVID Safe Checklist for VIC Continued

- Modify processes behind the counter (including in break rooms) to limit workers having to be in close contact, as much as possible. Assign workers to specific workstations to minimise the need to go into other spaces and time breaks to ensure social distancing.
- Consider consultations via Zoom, email or phone call.
- Direct staff to stay at home if they are sick, and to go home if they become unwell.
- Consult with staff on COVID-19 measures in the workplace and provide staff with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.
- Put signs and posters up to remind workers and others of the risk of COVID-19.
- Encourage staff to download the COVIDSAFE app [here](#).

### 3. Social distancing

- Place signs at entry points to instruct customers or visitors not to enter the studio if they are unwell or have COVID-19 symptoms. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.
- Ensure Clients remain in their cars until their appointment time where possible.
- Restrict the number of people to 1 for every 4 square metres to comply with relevant rules in each State or Territory.
- Position any chairs/reception furniture 1.5 metres apart to comply with relevant rules in each State or Territory.
- If practicable place floor markings to identify 1.5 metre social distancing rules.
- If practicable, set up a separate exit and entry point for clients and visitors to minimize contact.
- Consider using physical barriers if necessary.
- Encourage cashless transactions and if cash is handled, PPE is worn or hand washing occurs.
- Encourage online consults where possible.
- Ensure clients and visitors are provided face masks on arrival.
- Ensure clients and visitors have access to hand washing facilities and/or hand sanitiser on arrival.



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### 4. Record keeping

- Contact information must be kept on all clients, workers and contractors, including name, address and mobile phone number for a period of at least 28 days.
- Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely.

### 5. Hygiene and cleaning

- Inform clients of expectations before they attend their appointment. This includes:
  - staying at home if they feel unwell,
  - they will need to provide their details for record keeping,
  - washing their hands or using alcohol-based hand sanitiser upon arrival and
  - requesting clients not to bring friends or family members to appointments unless special assistance is required and approved prior to the appointment.
- Instruct workers to practice Correct Hand Washing Technique. Correct hand washing instructions to be placed in wash rooms and over hand basins where possible. Hand sanitiser to be placed at work stations and in waiting/reception area.
- Phones, iPads, eftpos terminals, waiting room chairs, counter tops and other communal equipment to be cleaned after each use.
- Where possible, use of devices such as phones, computers and iPads should be limited to use by staff only.
- Door handles, light switches and counter tops are also to be cleaned in between appointments.
- Clients and visitors are advised to refrain from any unnecessary contact of products they are not purchasing.
- If water is required by clients or visitors, ensure that disposable paper cups are provided.
- Ensure signage is placed in waiting area and tattoo studio reminding workers and visitors of the risks of Covid-19.
- In addition to touch-spot cleans after each appointment, a regular full clean at the end of each shift of all areas where clients and workers visit is carried out.



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### 6. Deliveries, contractors and visitors attending the premises

- Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers.
- Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

### 7. Review and monitor

- Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- This checklist is a key part of your COVID Plan as outlined on the WorkSafe website.
- Publicly display this signed checklist as evidence that you are a COVID Safe business.
- Ensure you have a copy of this signed checklist which must be produced if requested from a relevant compliance/enforcement officer. This may include providing an electronic copy.
- Keep up to date and find additional guidance at:  
<https://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria>  
<https://www.worksafe.vic.gov.au/coronavirus-covid-19>

Employees with a general work-related complaint can call WHS VIC on 13 23 60.

Business owners that would like to better understand their WHS duties regarding COVID-19 can call 13 23 60.

Customers who have concerns about whether a business is complying with this checklist can call 1800 675 398 or their industry association.

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011

Signature & date: